CASS*Link* Import User Manual

Delivering Companies

Version 1.4

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1. Getting Started

1.1 What is CASS*Link*

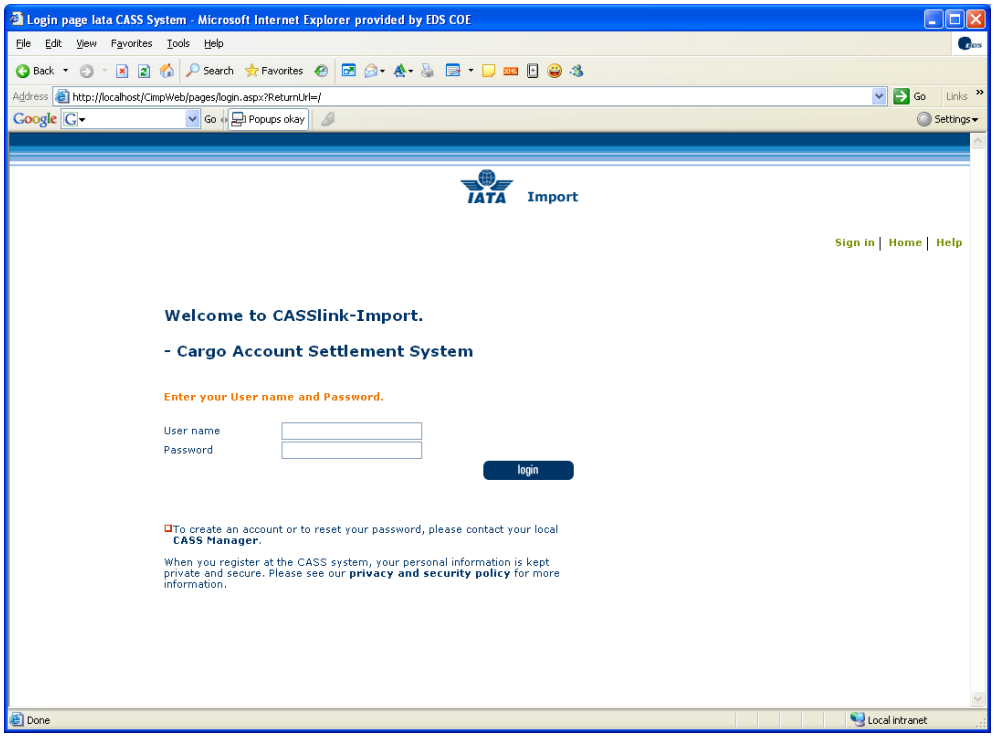
CASS*Link* is IATA's global processing system for processing of Delivering Company documents – Air Waybills (IBI – Import Billing Instruction) and correction documents (IAM – Import Adjustment Memo) to Recipients. It uses global standard in accepting electronic documents for processing and standard output reporting. The report received by your office in London or Singapore is the same as those in Sydney or Auckland.

One of the advantages of CASS*Link* is that, being a web-based system, the information contained in it is accessible online anywhere, provided you have a Username and Password

1.2 Internet URL

The CASS*Link* website address (URL) is:

https://CASS*Link*-imp.iata.org


Login page Iata CASS System - Microsoft Internet Explorer provided by EDS COE
File Edit View Favorites Tools Help
Back Search Favorites
Address http://localhost/CimpWeb/pages/login.aspx?ReturnUrl=/
Go Links
Google Go Popups okay
Settings
IATA Import
Sign in | Home | Help
Welcome to CASSlink-Import.
- Cargo Account Settlement System
Enter your User name and Password.
User name
Password
login
To create an account or to reset your password, please contact your local CASS Manager.
When you register at the CASS system, your personal information is kept private and secure. Please see our privacy and security policy for more information.
Done
Local intranet

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1.3 User Name and Password

The Cargo Manager will allocate Usernames and Passwords to all Delivering Companies. For security purposes, the Username and Password are unique, with the initial Password being computer generated.

Your Username is usually based on your 2-letter country code eg. GB, IE etc., followed by your Delivering Company prefix either alpha or numeric eg GB_CSC or GB_176.

Both the Username and Password may contain UPPER and lower case alpha and numeric characters and are Case Sensitive. It is recommended that the initial login, all Users should go to User Maintenance and change their password (See Section 4 of this document for more details).

If you have not received a Username or Password, contact the CASS Manager and ask for these to be allocated to you. Similarly, contact the Cargo Manager if you have forgotten your Username or Password, or you have been locked-out of CASS*Link* because the Username or Password has been entered incorrectly five (5) times.

The Username allows the Delivering Company to:

- *Link* to other Import CASS*Link* "Countries" they are responsible for.
- Access all available Menu Options

Your local Cargo Manager can also create additional Usernames for Delivering Company users where necessary.

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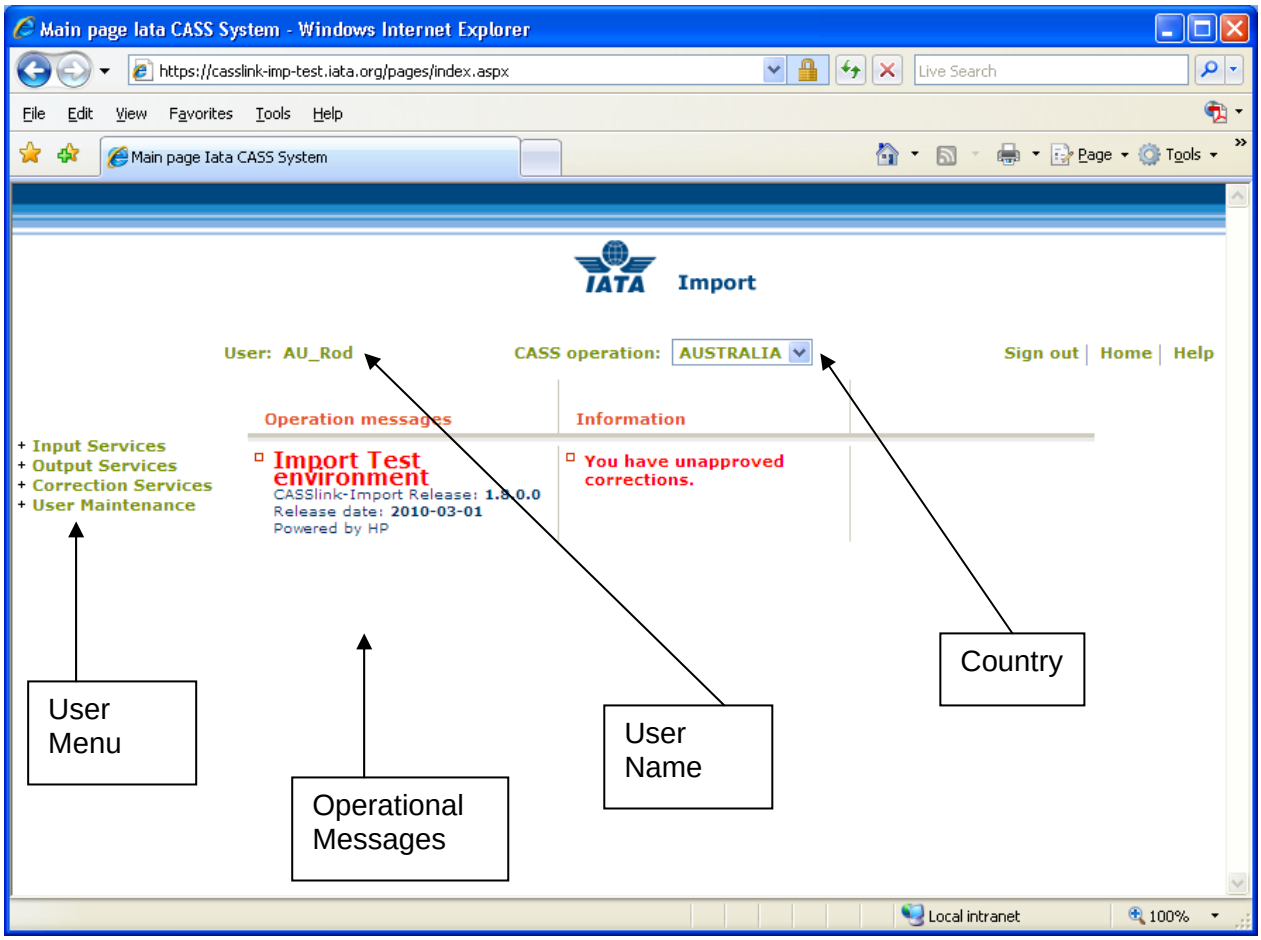
1.4 CASS*Link* log in screen



The CASS*Link* "Home" screen contains information on the following:

- Which user is logged in
- Which CASS*Link* Country is being accessed
- Any Operational Messages, such as scheduled maintenance and system downtime
- User information, possibly more relevant to Delivering Companies and the CASS Manager
- Menu options associated with the User profile

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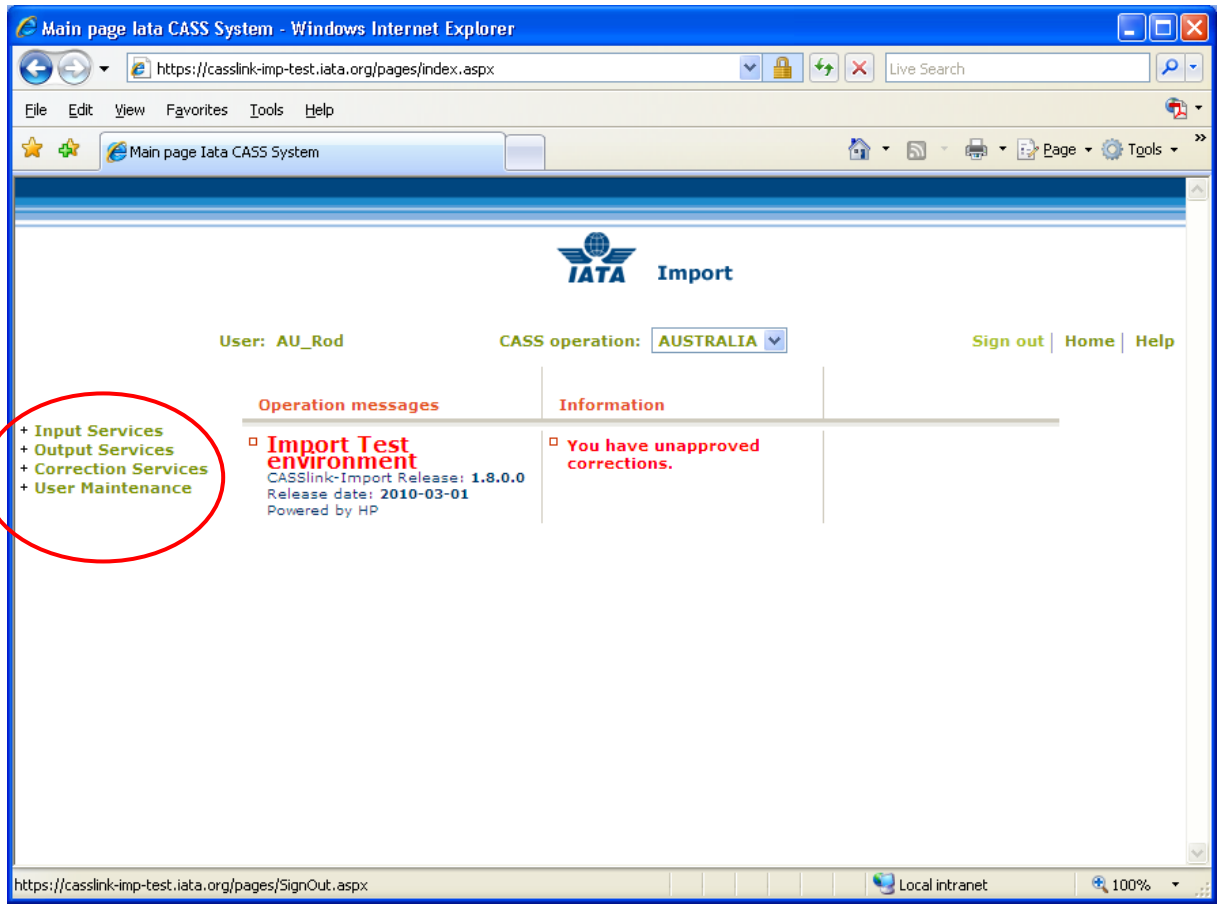
1.5 CASS*Link* Menu

Once you have successfully entered the CASS*Link* website using your Username and Password, there are four (4) menu options for the CASS*Link* User to choose. These can be found on the left-hand side of the CASS*Link* screen. These Menu options are:

- Input Services
- Output Services
- Correction Services
- User Maintenance



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2. Input Services

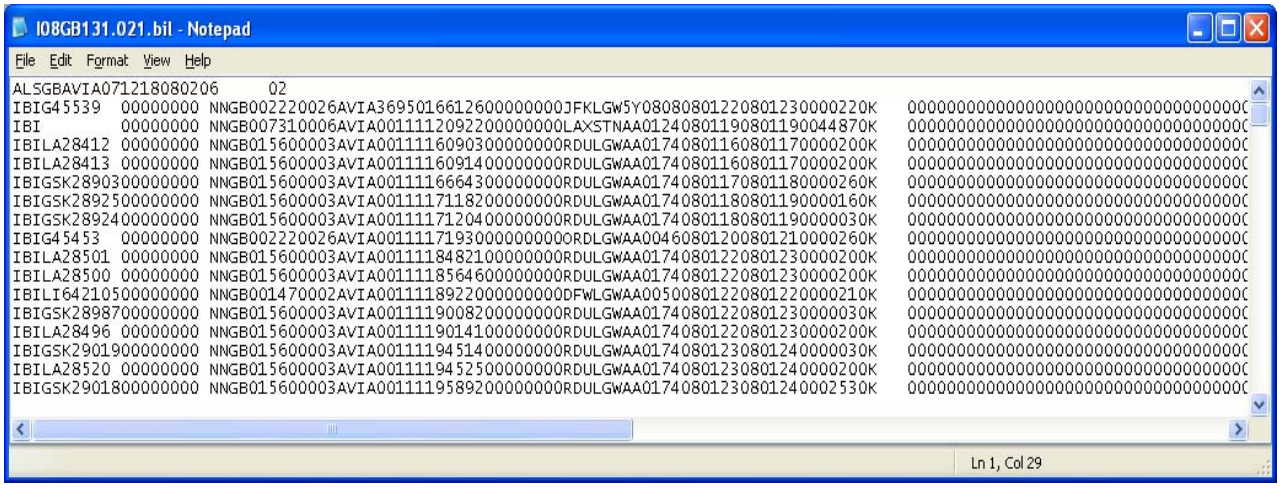
2.1 Input

The Input module is used by Airlines and CASS Managers to “Upload” Airline billing information into CASS*Link*.

The billing file is a .txt file containing:
A Header record
IBI records and correction documents (IAM)
A Trailer Record

Details of the standard file structure may be found in the CASS Technical Specifications Handbook, which is available from IATA (www.iataonline.com)

Example of Airline billing file



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2.1.1 Data File Header Record

ALSGBCSCA100316100331 01

Where:

ALS	=	Record ID - ALS
CC	=	ISO Country Code (GB, IE, JP etc)
CSC	=	Delivering Company Identifier either alpha or numeric.
A	=	Branch Identifier
100316	=	Period Start date (YYMMDD)
100331	=	End of Period date (YYMMDD)
01	=	File number (generally 01, but if more than one file is produced by the airline for a given period, this can be 02, 03, 04 etc. up to 99.

A load error may occur when the Header is not complete or incorrect.

2.1.3 Data File Name

There is no correct name convention for the Input Data File. One suggested file name format is: IYYCCAIR.PPN

Eg. I08GBCSC.021, where:

I	=	Import
YY	=	year (08)
CC	=	Country code (GB, IE, JP etc)
AIR	=	Delivering Company code (alpha or numeric)
PP	=	Billing Period number (01, 02,…, 24)
N	=	number of file, usually corresponding to the “File number” in the Header Record (above)

By using this or a similar file name format to store and manage files, the relevant Year, Billing Period and country are easily recognized. The need to easily identify country and Period information is especially relevant where Delivering Companies load files for multiple CASS*Link* operations from a single central point.

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2.2 File Upload

With the Global CASS*Link* system, Delivering companies are encouraged to “Upload” their own billing file or files into the CASS*Link* system for processing each billing period. Further, Delivering Companies with access to multiple CASS*Link* “Countries” can load their billing files as one single combined file input.

CASS*Link* will check the validity of the input file to ensure that the format complies with the requirements defined in the CASS Technical Specifications Handbook, as well as checking for duplicates and other errors.

It is recommended that all files be validated first before loading by ensuring the “**Validate Only**” box is ticked (default setting) on the input screen. This gives the user the opportunity to correct any errors before deciding whether to accept the file or reject it (see notes on Input History).

CASS*Link* prepares a Validation Report that can be viewed in the Input History page or by viewing a copy of the Report, sent by email to the user’s email address. (If you do not receive the Validation Report email, contact your CASS Manager and verify that CASS*Link* contains the correct email address in the User profile.)

The Validation Report provides details of the file that has been validated, specifically detailing any errors, thus giving the user the option to “reject” the file upload, correct any errors and re-validate the file.

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2.3 Input History

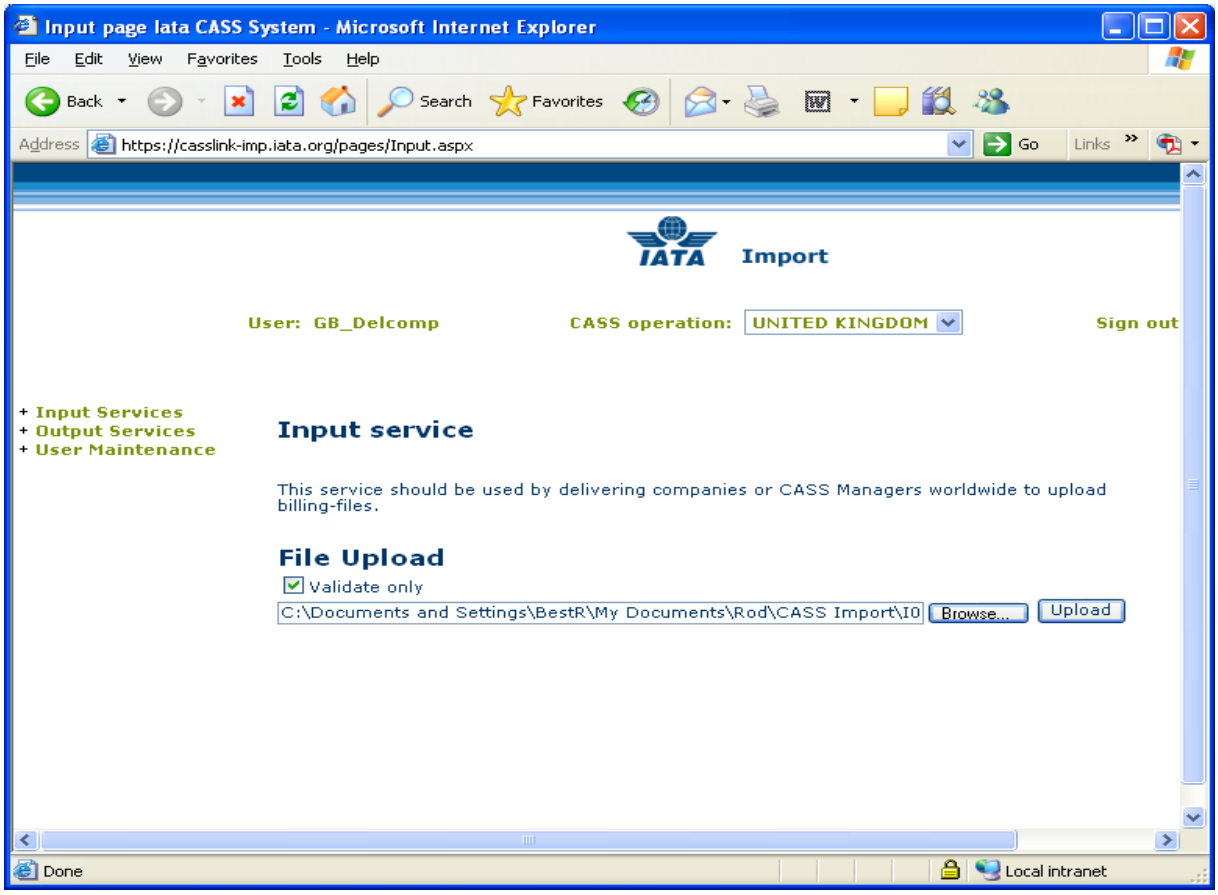
The listing in Input History identifies:

- the Billing period (by Period end-date),
- the number of Records,
- number of Errors,
- number of records with Warning
- status of the file upload.
- More Info (File details)
- Validation Report (ViewPDF)
- Download (copy of file loaded into CASS*Link*)

The search features on the Input History page allow for Users to:

- Specify the Delivering Company information
- Refine the Date range of the search

Note: The date displayed in the search results is that date entered in the Header Record of the input file. Therefore, if the period "End Date" is not entered correctly, the date range search may not list the required file. This does not mean that the billable documents will not be processed in the intended billing period as CASS*Link* uses the document "execution date" as the date for billing the document, but that the file details will not be viewed with other files loaded for the same billing period.



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2.4 Loading Files

The following steps are the procedure for loading files into CASS*Link* for processing. The loading of files MUST be completed before the CASS Reports Production Date (as per the CASS Reporting Timetable). Failure to load and Validate files before this date may result in the file not being captured for processing in the required Billing Period.

2.4.1 Steps for loading files

Prepare the file to be uploaded. This must be loaded before the cut-off date for EDI Data Upload as shown in your CASS Reporting Timetable. Save the file for Upload.

- Log into CASS*Link*
- Select Input Services, then Input
- Select "**Browse**" and search for the saved file (prepared in step 1 above) for the particular Billing Period.
- Ensure the "**Validate Only**" box is ticked (default setting) so that any errors or warnings can be examined and corrected if necessary.
- Select "**Upload**". A message should appear at the end of the load sequence indicating "**File Upload successful**". If this message is not received i.e. there is an error, open the file and check for any errors, particularly in the Header Record.
- If the file is loaded successfully, select **Input Services**, then **Input History**
- All files entered into CASS*Link* **in the date range selected** for your Airline will be listed.
- Check the file entry and see if there are any errors or warnings. If there are, select **View PDF** to look at the Validation Report. All errors will be listed, as well as totals on the bottom of the report. If the file contains errors that can be corrected, the User can either "Load" the file with the errors, or "Reject" the file so that the errors can be corrected and re-load the file (back to step 3).

To either "Load" or "Reject" the file, select the "tick box" under "Load/Reject" and either select the "**Load**" or "**Reject**" boxes at the bottom of the file list. Only files where "validation only" is "ticked" (not "un-ticked") can be rejected due in this manner.

2.5 Load Status

When uploading files to CASS*Link*, a list will be available including the status of the "Upload". The following status will be displayed:

- Receiving - Received
- Validating - Validated
- Loading - Loaded
- Rejected

When the file has been successfully loaded, more information is available including the Validation Report in .PDF format. This Validation Report is also emailed to the uploading User (the email address used is recorded in the User Profile. If the Validation Report is not received, contact your CASS Manager and verify/update your User email address).

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Only files where "Validate only" is selected can be rejected due to errors.

If, after loading a file, the Status does not change from Receiving, Validating or Loading to Received, Validated or Loaded after an acceptable period of time, contact your CASS Manager. At certain times, congestion in the CASS*Link* system may result in delays in completing the file Upload.

A load “Failure” may occur. If the “Failure” status is received at file load, check the file contains a TTT (trailer) record. This is the usual cause of a load “Failure”. If the file does contain a TTT record and there is no other logical explanation for the failure, retry the file Upload.

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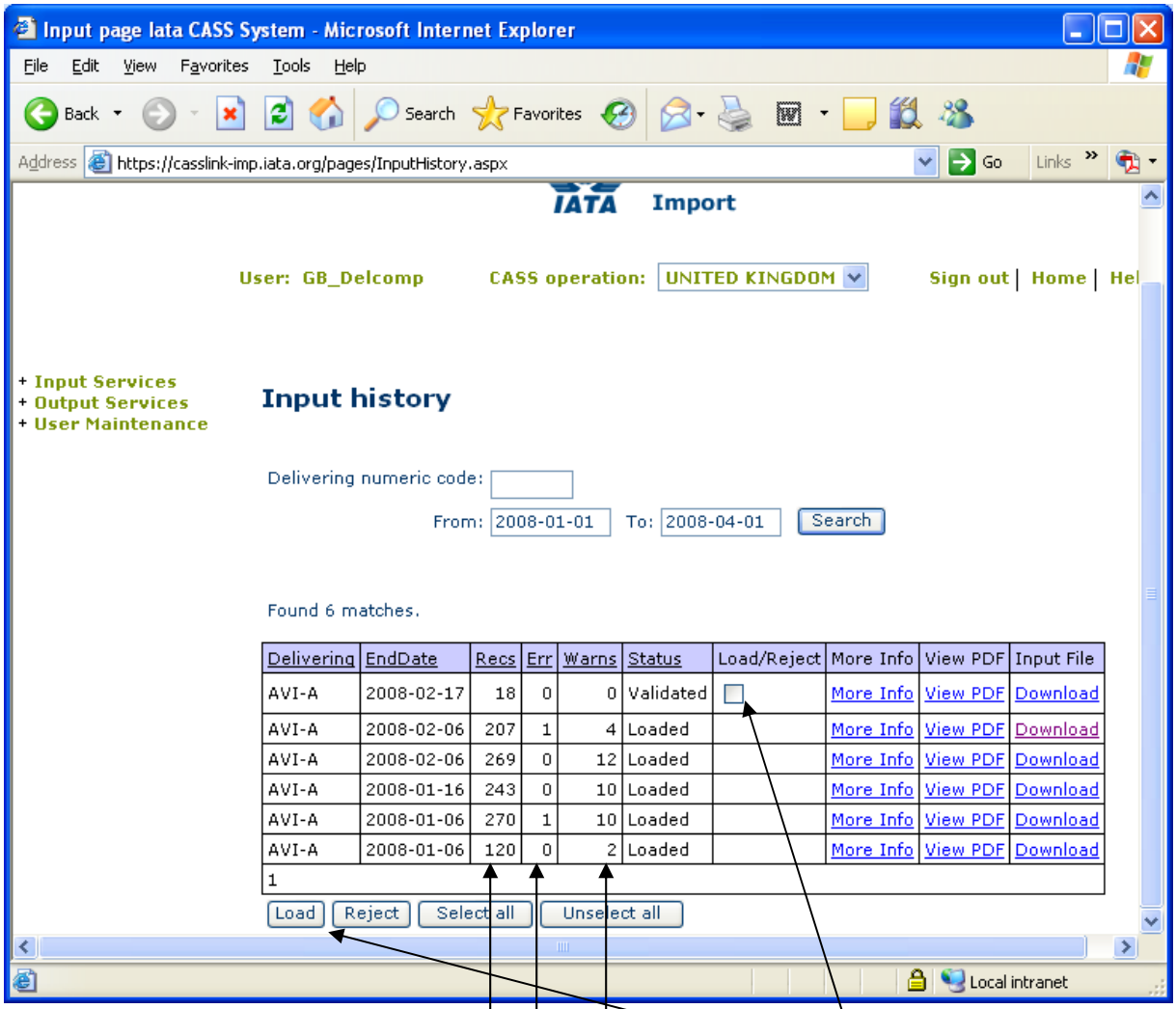
2.6 Accepting or Rejecting files

When the Input File has been uploaded and the "Validate Only" box has been "ticked", the result of the file upload can be examined, then can be either "loaded" or "rejected". The file load will be displayed on the Input History screen as below.

Change date range to refine the search and then click on search


Input page Iata CASS System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://casslink-imp.iata.org/pages/InputHistory.aspx
Go Links
IATA Import
User: GB_Delcomp
CASS operation: UNITED KINGDOM
Sign out | Home | Hel
+ Input Services
+ Output Services
+ User Maintenance
Input history
Delivering numeric code:
From: 2008-01-01 To: 2008-04-01 Search
Found 6 matches.
Delivering | EndDate | Recs | Err | Warns | Status | Load/Reject | More Info | View PDF | Input File
AVI-A | 2008-02-17 | 18 | 0 | 0 | Validated | More Info | View PDF | Download
AVI-A | 2008-02-06 | 207 | 1 | 4 | Loaded | More Info | View PDF | Download
AVI-A | 2008-02-06 | 269 | 0 | 12 | Loaded | More Info | View PDF | Download
AVI-A | 2008-01-16 | 243 | 0 | 10 | Loaded | More Info | View PDF | Download
AVI-A | 2008-01-06 | 270 | 1 | 10 | Loaded | More Info | View PDF | Download
AVI-A | 2008-01-06 | 120 | 0 | 2 | Loaded | More Info | View PDF | Download
1
Load Reject Select all Unselect all
Local intranet

Number of Records in the File

Records with Error and Warnings

Tick, then Load or Reject

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The **Input History** screen displays:

- Airline code
- Period end-date
- Records
- Errors
- Warnings
- Status of file load
- Load/Reject “tick” box
- More Info
- View PDF (Validation pdf report)
- Input File (download)

2.7 File Upload Errors

Errors may occur when uploading files, these can include:

Error Message	**Possible reason or correction**
“One of the files submitted is already uploaded”.	This may be because the file already being loaded or the new file has the same file number in the Header Record. Open the file in Notepad to check the file number.
File not found or one of the submitted files is of incorrect input format	Open the file in Microsoft Notepad (or similar) and examine the file for any unusual characters. In particular check the Header Record and ensure that the dates and file number are numeric characters only, especially that there are “0’s” (zero’s), not “o’s” (alpha). Also ensure that the Header Record is on the first line of the file and the first line is not blank.
“The header contained dates that were incorrect”	Check the Header Record to ensure dates are correct.
No apparent reason can be found for the load failure.	Retry the upload
“BillingDate : O6-04-20 is not numeric.”	There is an “O” (Oscar) instead of a “0” (zero) in the date field of the Header.

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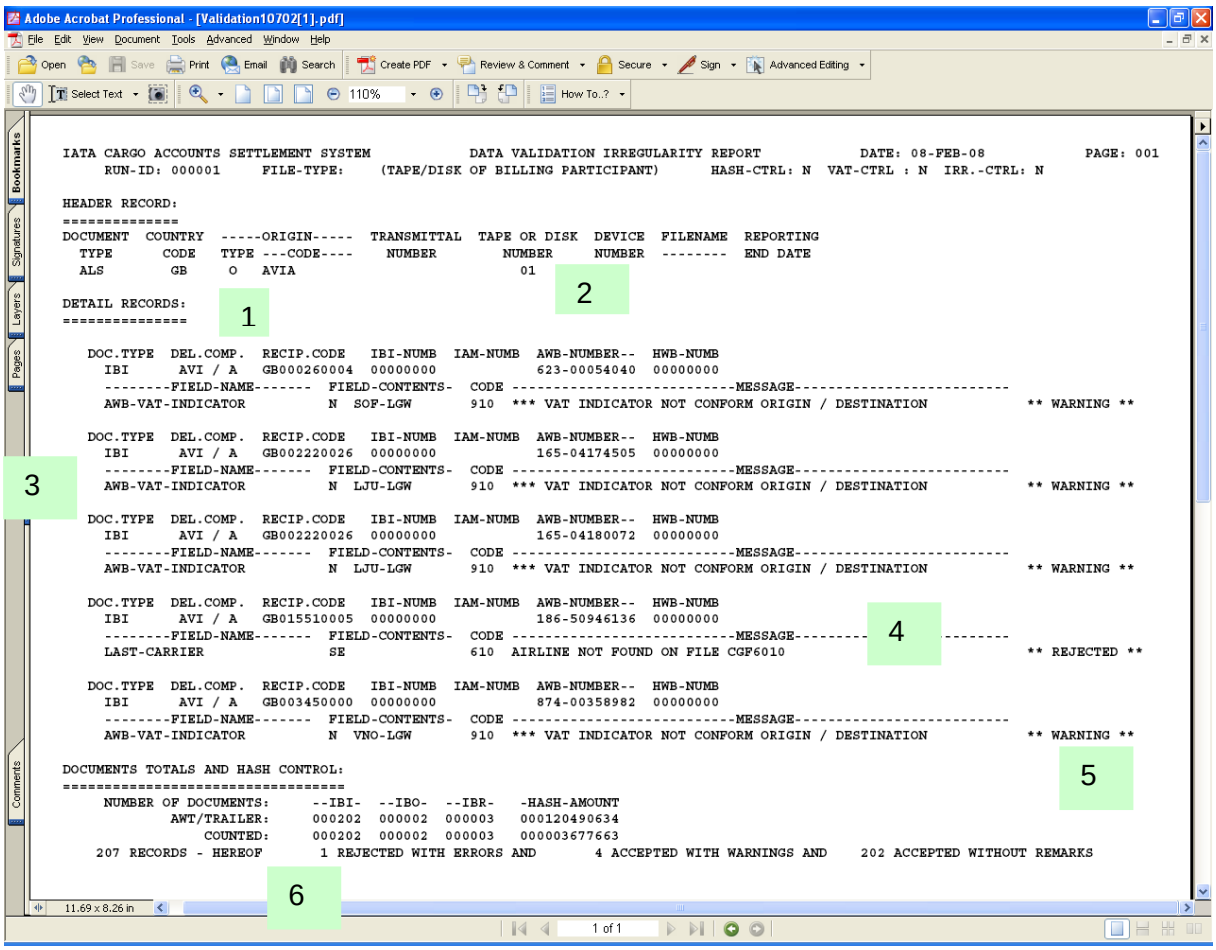
2.8 Sample Validation Report



```
IATA CARGO ACCOUNTS SETTLEMENT SYSTEM          DATA VALIDATION IRREGULARITY REPORT          DATE: 08-FEB-08          PAGE: 001
     RUN-ID: 000001     FILE-TYPE:     (TAPE/DISK OF BILLING PARTICIPANT)      HASH-CTRL: N  VAT-CTRL : N  IRR.-CTRL: N

HEADER RECORD:
==============
DOCUMENT  COUNTRY  -----ORIGIN-----  TRANSMITTAL  TAPE OR DISK  DEVICE  FILENAME  REPORTING
  TYPE      CODE   TYPE ---CODE----    NUMBER        NUMBER     NUMBER  --------  END DATE
  ALS         GB     O   AVIA                          01

DETAIL RECORDS:
===============

   DOC.TYPE  DEL.COMP.  RECIP.CODE   IBI-NUMB  IAM-NUMB  AWB-NUMBER--  HWB-NUMB
     IBI       AVI / A   GB000260004  00000000            623-00054040  00000000
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ---------------------------MESSAGE--------------------------
     AWB-VAT-INDICATOR          N  SOF-LGW       910  *** VAT INDICATOR NOT CONFORM ORIGIN / DESTINATION          ** WARNING **

   DOC.TYPE  DEL.COMP.  RECIP.CODE   IBI-NUMB  IAM-NUMB  AWB-NUMBER--  HWB-NUMB
     IBI       AVI / A   GB002220026  00000000            165-04174505  00000000
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ---------------------------MESSAGE--------------------------
     AWB-VAT-INDICATOR          N  LJU-LGW       910  *** VAT INDICATOR NOT CONFORM ORIGIN / DESTINATION          ** WARNING **

   DOC.TYPE  DEL.COMP.  RECIP.CODE   IBI-NUMB  IAM-NUMB  AWB-NUMBER--  HWB-NUMB
     IBI       AVI / A   GB002220026  00000000            165-04180072  00000000
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ---------------------------MESSAGE--------------------------
     AWB-VAT-INDICATOR          N  LJU-LGW       910  *** VAT INDICATOR NOT CONFORM ORIGIN / DESTINATION          ** WARNING **

   DOC.TYPE  DEL.COMP.  RECIP.CODE   IBI-NUMB  IAM-NUMB  AWB-NUMBER--  HWB-NUMB
     IBI       AVI / A   GB015510005  00000000            186-50946136  00000000
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ---------------------------MESSAGE--------------------------
     LAST-CARRIER               SE               610  AIRLINE NOT FOUND ON FILE CGF6010                           ** REJECTED **

   DOC.TYPE  DEL.COMP.  RECIP.CODE   IBI-NUMB  IAM-NUMB  AWB-NUMBER--  HWB-NUMB
     IBI       AVI / A   GB003450000  00000000            874-00358982  00000000
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ---------------------------MESSAGE--------------------------
     AWB-VAT-INDICATOR          N  VNO-LGW       910  *** VAT INDICATOR NOT CONFORM ORIGIN / DESTINATION          ** WARNING **

DOCUMENTS TOTALS AND HASH CONTROL:
==================================
     NUMBER OF DOCUMENTS:      --IBI-   --IBO-   --IBR-    -HASH-AMOUNT
            AWT/TRAILER:       000202   000002   000003    000120490634
               COUNTED:        000202   000002   000003    000003677663
    207 RECORDS - HEREOF         1 REJECTED WITH ERRORS AND       4 ACCEPTED WITH WARNINGS AND    202 ACCEPTED WITHOUT REMARKS
```

2.8.1 Index of Sample Validation Report

1 - Country Code and Airline identification (numeric code)

2 - File number (relevant if there are more than one file for the Airline

3 - Document details – record type, IBI serial number, Recipient code

4 - Error details – Type of error and explanation

5 - Error status – Rejected, Warning

6 - Record count – number Validated (documents on the file), number found with Errors, number found with Warnings, number found without Remarks (no errors or warnings)

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2.8.2 File Validation Errors

Error	**Reason**
Modulus – check failed on IAM Number	Check the IAM number
Airline not found on file CFG6011	The Airline has not been input on the Last Carrier Master File. Contact the CASS Manager
VAT Indicator not conform origin/destination	Check the agent code
Currency not found	Incorrect currency code has been entered
Recipient-code not found	Recipient code is not in CASS*Link*
Recipient office does not participate in CASS anymore	Recipient is no longer a valid CASS agent or location ie. “Stopped” or “Deleted”
Duplicate document update attempt	Billing record has been loaded previously

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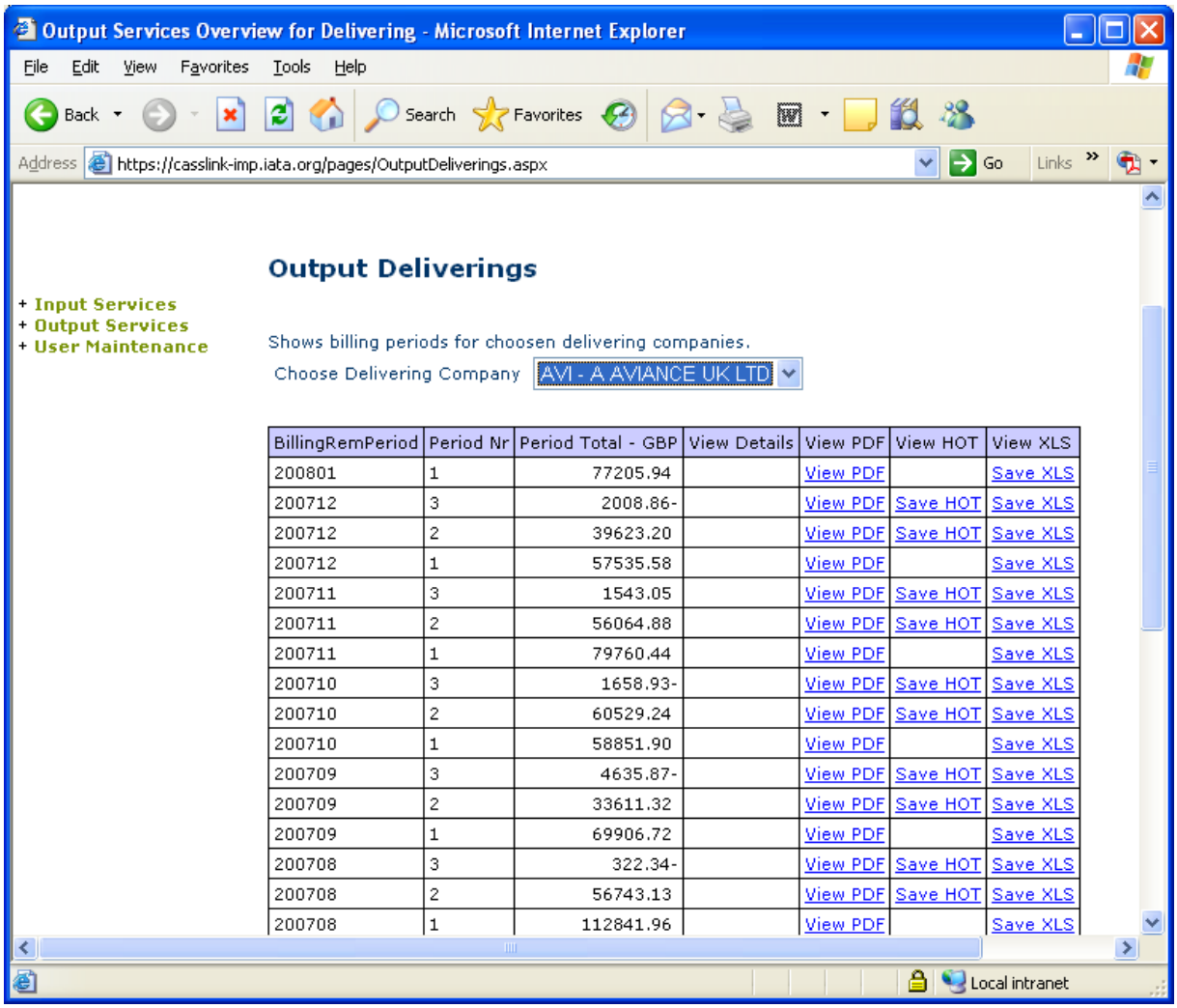
3. Output Services

Output Services contains a sub-menu for Delivering Company – Output Delivering

3.1 Output Delivering


Output Services Overview for Delivering - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://casslink-imp.iata.org/pages/OutputDeliverings.aspx
Go Links
+ Input Services
+ Output Services
+ User Maintenance
Output Deliverings
Shows billing periods for choosen delivering companies.
Choose Delivering Company AVI - A AVIANCE UK LTD
Local intranet

BillingRemPeriod	Period Nr	Period Total - GBP	View Details	View PDF	View HOT	View XLS
200801	1	77205.94		View PDF		Save XLS
200712	3	2008.86-		View PDF	Save HOT	Save XLS
200712	2	39623.20		View PDF	Save HOT	Save XLS
200712	1	57535.58		View PDF		Save XLS
200711	3	1543.05		View PDF	Save HOT	Save XLS
200711	2	56064.88		View PDF	Save HOT	Save XLS
200711	1	79760.44		View PDF		Save XLS
200710	3	1658.93-		View PDF	Save HOT	Save XLS
200710	2	60529.24		View PDF	Save HOT	Save XLS
200710	1	58851.90		View PDF		Save XLS
200709	3	4635.87-		View PDF	Save HOT	Save XLS
200709	2	33611.32		View PDF	Save HOT	Save XLS
200709	1	69906.72		View PDF		Save XLS
200708	3	322.34-		View PDF	Save HOT	Save XLS
200708	2	56743.13		View PDF	Save HOT	Save XLS
200708	1	112841.96		View PDF		Save XLS

The Output Airlines screen contains the following information:

- **CASS Operation** = Select the country required. Only used where the Delivering Company is linked to operations in other CASS/CASS*Link* countries.
- **Choose Delivering Company** = Will list your Delivering Company name.
- **Billing RemPeriod** = The Billing Period represented as YYYYPP. Each CASS operation has twenty-four Billing/Remittance Periods each calendar year. Therefore 200712 above would represent the period 01-15 DEC 2007.
- **Period Nr** = The number of the Period processed. "Normal" production Period will be "1" and "2", where a Correction Period would be shown as "3".
- **Period Total – Currency** = The total amount billed for the Period in the local billing currency. This amount will be reflected in the output reports (below).
- **View Details** = Projected billing data loaded by Delivering Company's for the next Billing Period to be processed (see below for more details).

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- **View PDF** = Cargo Sales Invoice/Adjustment, Invoice Breakdown & Import Billing Statement reports produced in PDF format. Delivering Company's will need Abode Acrobat Reader to open this report. Adobe Acrobat may be downloaded free from the Adobe website: http://www.adobe.com
- **View HOT** = Delivering Company HOT (Hand-off-Tape) in a text format. Winzip is required to open these reports.
- **View XLS** = Delivering Company Spreadsheet Report (Microsoft Excel format).

All Delivering Company output reports produced are available in Output Delivering Company's.

Storage of CASS*Link* Reports for CASS Billing Periods may vary depending on the CASS*Link* operation in your country, but will generally be between six (6) months and two years i.e. from between twelve (12) Billing periods up to forty eight (48) Billing periods.

In View Details, Delivering Company's can view the projected amount to invoice to Agents, before the CASS*Link* reports are produced. Details can be viewed after an Delivering Company has "uploaded" their billing data, but only after the daily processing has been executed, with details usually available on the next working day after the billing file has been uploaded by the Delivering Companies.

Each CASS*Link* operation will have different timetable deadlines for the Delivering Company upload of billing files. Check with your CASS Manager or your CASS Reporting Timetable to see when files are due to be uploaded for the relevant CASS Billing Period.

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3.2 Output Reports

Delivering Company Output Reporting may be received in three (3) formats:

- PDF Report
- HOT File (flat or text file)
- XLS Spreadsheet

3.2.1 PDF Report

The PDF Report is the standard output report to all Delivering Company's.

The PDF Report may be downloaded directly from CASS*Link* when billing production has been run. Additionally, the CASS Manager may email the PDF report to all Delivering Company's at the end of Billing Report Production. The Delivering Company may nominate up to four (4) recipients to receive this Report at the completion of the CASS*Link* Reports Production cycle. Advise all intended recipient email addresses to your CASS Manager.

The PDF document contains two (3) reports.

- The **Cargo Sales Invoice/Adjustment** report shows all Air Waybills and correction documents (IAM) billed to each Recipient location. Each Recipient location is reported separately and in numeric order.
- The **Invoice Breakdown** report shows the breakdown of the Destination charges reflected on the Invoice
- The **Import Billing Statement** provides a summary of amounts owed to or from all Recipients for the Billing Period. The total amount due to or from Delivering Company for the Billing Period is shown as "Net Due Del Company" or "Net Due Recipient" at the bottom of the report.

The CASS Manager may also include **important information** or news in a "Coverpage", at the beginning of the PDF Report. Please check these every Period.

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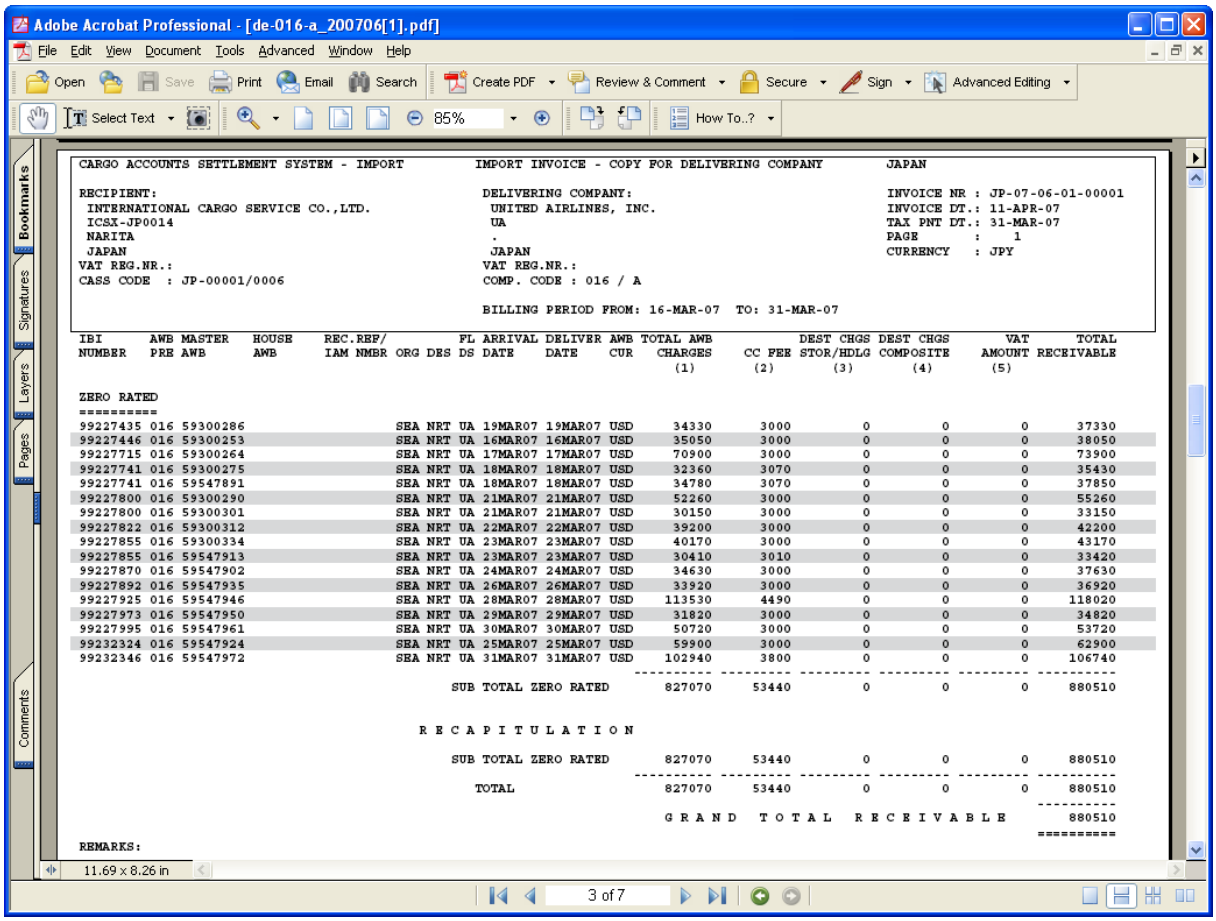


Adobe Acrobat Professional - [de-016-a_200706[1].pdf]

File Edit View Document Tools Advanced Window Help

Open Save Print Email Search Create PDF Review & Comment Secure Sign Advanced Editing

Select Text 85% How To..?

Bookmarks Signatures Layers Pages Comments

CARGO ACCOUNTS SETTLEMENT SYSTEM - IMPORT IMPORT INVOICE - COPY FOR DELIVERING COMPANY JAPAN

RECIPIENT:
INTERNATIONAL CARGO SERVICE CO.,LTD.
ICSX-JP0014
NARITA
JAPAN
VAT REG.NR.:
CASS CODE : JP-00001/0006

DELIVERING COMPANY:
UNITED AIRLINES, INC.
UA
.
JAPAN
VAT REG.NR.:
COMP. CODE : 016 / A

BILLING PERIOD FROM: 16-MAR-07 TO: 31-MAR-07

INVOICE NR : JP-07-06-01-00001
INVOICE DT.: 11-APR-07
TAX PNT DT.: 31-MAR-07
PAGE : 1
CURRENCY : JPY

IBI NUMBER	AWB PRE	MASTER AWB	HOUSE AWB	REC.REF/ IAM	NMBR	ORG	DES	FL DS	ARRIVAL DATE	DELIVER DATE	AWB CUR	TOTAL AWB CHARGES (1)	CC FEE (2)	DEST CHGS STOR/HDLG (3)	DEST CHGS COMPOSITE (4)	VAT AMOUNT (5)	TOTAL RECEIVABLE
ZERO RATED																	
==========																	
99227435	016	59300286				SEA	NRT	UA	19MAR07	19MAR07	USD	34330	3000	0	0	0	37330
99227446	016	59300253				SEA	NRT	UA	16MAR07	16MAR07	USD	35050	3000	0	0	0	38050
99227715	016	59300264				SEA	NRT	UA	17MAR07	17MAR07	USD	70900	3000	0	0	0	73900
99227741	016	59300275				SEA	NRT	UA	18MAR07	18MAR07	USD	32360	3070	0	0	0	35430
99227741	016	59547891				SEA	NRT	UA	18MAR07	18MAR07	USD	34780	3070	0	0	0	37850
99227800	016	59300290				SEA	NRT	UA	21MAR07	21MAR07	USD	52260	3000	0	0	0	55260
99227800	016	59300301				SEA	NRT	UA	21MAR07	21MAR07	USD	30150	3000	0	0	0	33150
99227822	016	59300312				SEA	NRT	UA	22MAR07	22MAR07	USD	39200	3000	0	0	0	42200
99227855	016	59300334				SEA	NRT	UA	23MAR07	23MAR07	USD	40170	3000	0	0	0	43170
99227855	016	59547913				SEA	NRT	UA	23MAR07	23MAR07	USD	30410	3010	0	0	0	33420
99227870	016	59547902				SEA	NRT	UA	24MAR07	24MAR07	USD	34630	3000	0	0	0	37630
99227892	016	59547935				SEA	NRT	UA	26MAR07	26MAR07	USD	33920	3000	0	0	0	36920
99227925	016	59547946				SEA	NRT	UA	28MAR07	28MAR07	USD	113530	4490	0	0	0	118020
99227973	016	59547950				SEA	NRT	UA	29MAR07	29MAR07	USD	31820	3000	0	0	0	34820
99227995	016	59547961				SEA	NRT	UA	30MAR07	30MAR07	USD	50720	3000	0	0	0	53720
99232324	016	59547924				SEA	NRT	UA	25MAR07	25MAR07	USD	59900	3000	0	0	0	62900
99232346	016	59547972				SEA	NRT	UA	31MAR07	31MAR07	USD	102940	3800	0	0	0	106740
												827070	53440	0	0	0	880510
SUB TOTAL ZERO RATED																	

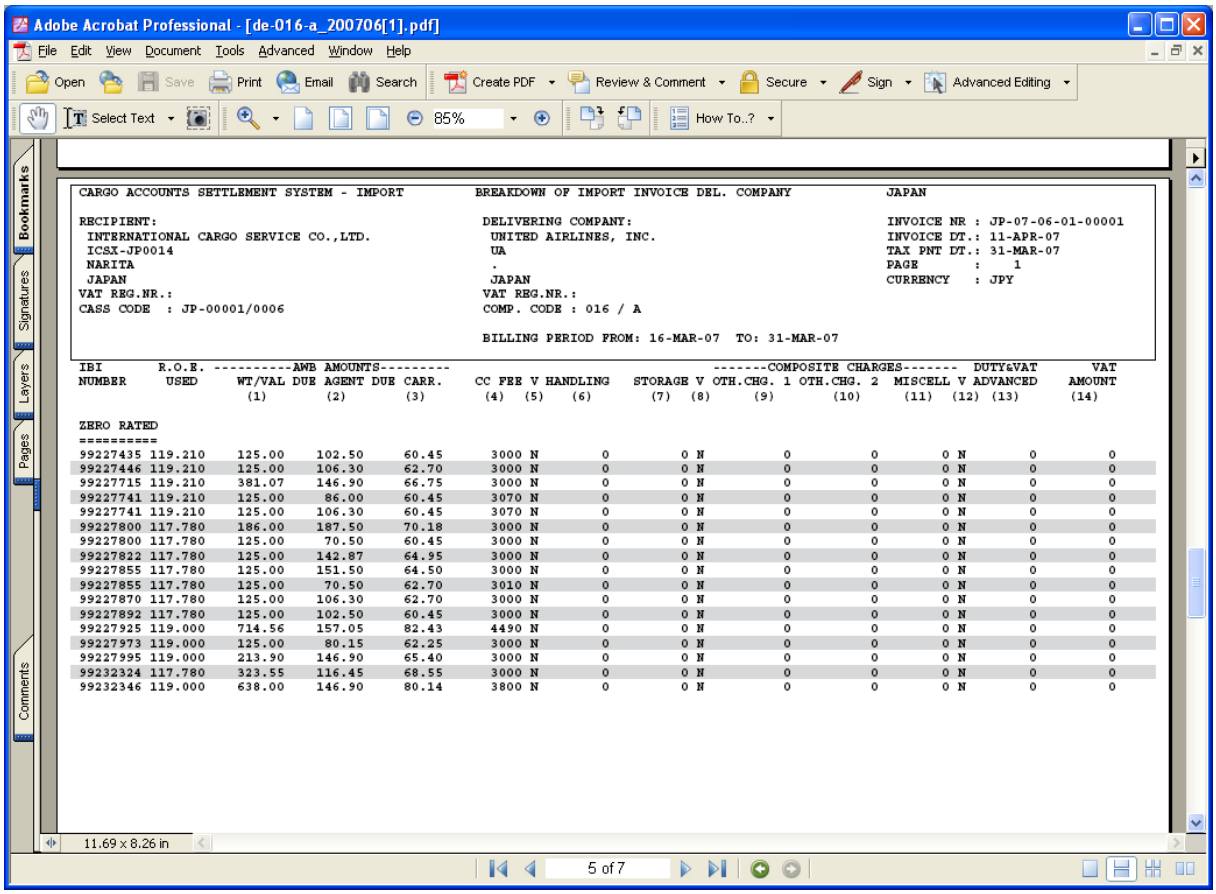
R E C A P I T U L A T I O N

SUB TOTAL ZERO RATED	827070	53440	0	0	0	880510
TOTAL	827070	53440	0	0	0	880510
G R A N D T O T A L R E C E I V A B L E						880510

REMARKS:

11.69 x 8.26 in

3 of 7



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Bookmarks Signatures Layers Pages Comments

CARGO ACCOUNTS SETTLEMENT SYSTEM - IMPORT BREAKDOWN OF IMPORT INVOICE DEL. COMPANY JAPAN

RECIPIENT:
INTERNATIONAL CARGO SERVICE CO.,LTD.
ICSX-JP0014
NARITA
JAPAN
VAT REG.NR.:
CASS CODE : JP-00001/0006

DELIVERING COMPANY:
UNITED AIRLINES, INC.
UA
.
JAPAN
VAT REG.NR.:
COMP. CODE : 016 / A

BILLING PERIOD FROM: 16-MAR-07 TO: 31-MAR-07

INVOICE NR : JP-07-06-01-00001
INVOICE DT.: 11-APR-07
TAX PNT DT.: 31-MAR-07
PAGE : 1
CURRENCY : JPY

IBI NUMBER	R.O.E. USED	AWB AMOUNTS WT/VAL DUE (1)	AGENT DUE (2)	CARR. DUE (3)	CC FEE (4)	V (5)	HANDLING (6)	STORAGE (7)	V (8)	OTH.CHG. 1 (9)	OTH.CHG. 2 (10)	COMPOSITE CHARGES MISCELL (11)	V (12)	DUTY&VAT ADVANCED (13)	VAT AMOUNT (14)
ZERO RATED															
==========															
99227435	119.210	125.00	102.50	60.45	3000	N	0	0	N	0	0	0	N	0	0
99227446	119.210	125.00	106.30	62.70	3000	N	0	0	N	0	0	0	N	0	0
99227715	119.210	381.07	146.90	66.75	3000	N	0	0	N	0	0	0	N	0	0
99227741	119.210	125.00	86.00	60.45	3070	N	0	0	N	0	0	0	N	0	0
99227741	119.210	125.00	106.30	60.45	3070	N	0	0	N	0	0	0	N	0	0
99227800	117.780	186.00	187.50	70.18	3000	N	0	0	N	0	0	0	N	0	0
99227800	117.780	125.00	70.50	60.45	3000	N	0	0	N	0	0	0	N	0	0
99227822	117.780	125.00	142.87	64.95	3000	N	0	0	N	0	0	0	N	0	0
99227855	117.780	125.00	151.50	64.50	3000	N	0	0	N	0	0	0	N	0	0
99227855	117.780	125.00	70.50	62.70	3010	N	0	0	N	0	0	0	N	0	0
99227870	117.780	125.00	106.30	62.70	3000	N	0	0	N	0	0	0	N	0	0
99227892	117.780	125.00	102.50	60.45	3000	N	0	0	N	0	0	0	N	0	0
99227925	119.000	714.56	157.05	82.43	4490	N	0	0	N	0	0	0	N	0	0
99227973	119.000	125.00	80.15	62.25	3000	N	0	0	N	0	0	0	N	0	0
99227995	119.000	213.90	146.90	65.40	3000	N	0	0	N	0	0	0	N	0	0
99232324	117.780	323.55	116.45	68.55	3000	N	0	0	N	0	0	0	N	0	0
99232346	119.000	638.00	146.90	80.14	3800	N	0	0	N	0	0	0	N	0	0

11.69 x 8.26 in

5 of 7

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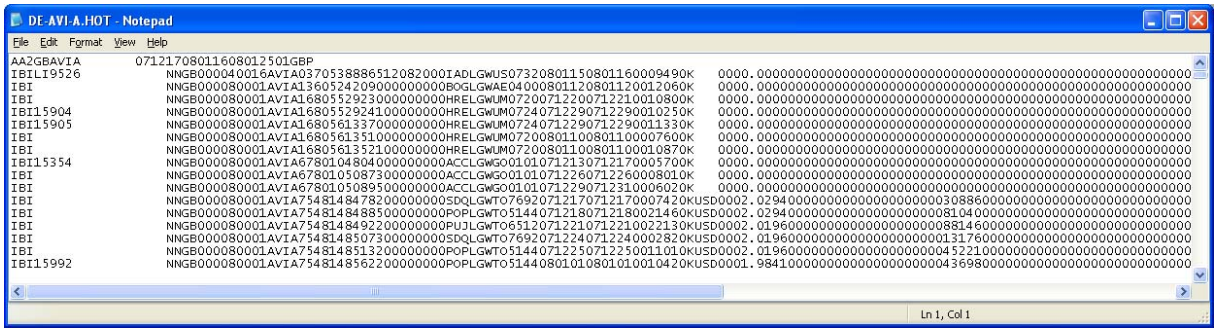
3.2.2 Hot File

The Hand Off Tape (HOT) is so called because originally, this file was made available to users on a magnetic tape or floppy disk. The term has stuck and the universal generic term for the flat or text (.txt) billing file is HOT file.

Recipients and Delivering Companies use the HOT file to reconcile the billing data in their accounting systems.

The HOT file can be emailed to a nominated email address (advise your CASS Manager), or downloaded from CASS*Link* as a “Zipped” file. The HOT file itself has a file extension name of .HOT. To view this, open the file using Microsoft Notepad or a similar program.

The resulting HOT file output contains a string of data as below:



Your CASS Manager can assist with the interpretation of the data fields in this file. In addition, the CASS Technical Specifications Handbook may be purchased from IATA (www.iataonline.com) to further assist your technical staff. This is a compressed (zipped) file. Winzip is therefore required to open this file. To obtain a copy of Winzip, go to www.winzip.com.

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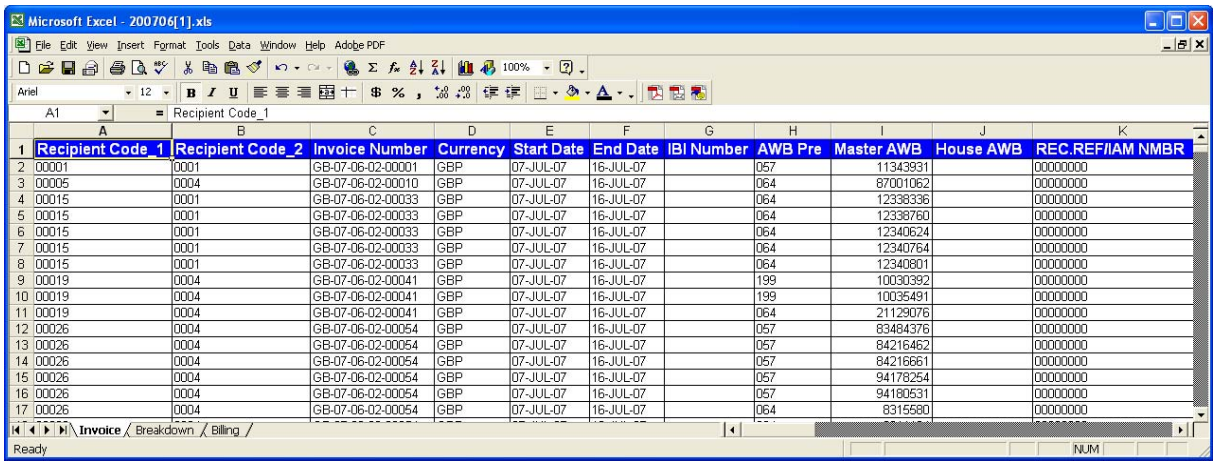
3.2.3 XLS Files

In addition to the PDF and HOT files, a spreadsheet “xls” (Microsoft Excel format) report is also available to Delivering Companies that require this report. Please consult your CASS Manager to activate this report.



	A	B	C	D	E	F	G	H	I	J	K
1	Recipient Code_1	Recipient Code_2	Invoice Number	Currency	Start Date	End Date	IBI Number	AWB Pre	Master AWB	House AWB	REC.REF/IAM NMBR
2	00001	0001	GB-07-06-02-00001	GBP	07-JUL-07	16-JUL-07		057	11343931		00000000
3	00005	0004	GB-07-06-02-00010	GBP	07-JUL-07	16-JUL-07		064	87001062		00000000
4	00015	0001	GB-07-06-02-00033	GBP	07-JUL-07	16-JUL-07		064	12338336		00000000
5	00015	0001	GB-07-06-02-00033	GBP	07-JUL-07	16-JUL-07		064	12338760		00000000
6	00015	0001	GB-07-06-02-00033	GBP	07-JUL-07	16-JUL-07		064	12340624		00000000
7	00015	0001	GB-07-06-02-00033	GBP	07-JUL-07	16-JUL-07		064	12340764		00000000
8	00015	0001	GB-07-06-02-00033	GBP	07-JUL-07	16-JUL-07		064	12340801		00000000
9	00019	0004	GB-07-06-02-00041	GBP	07-JUL-07	16-JUL-07		199	10030392		00000000
10	00019	0004	GB-07-06-02-00041	GBP	07-JUL-07	16-JUL-07		199	10035491		00000000
11	00019	0004	GB-07-06-02-00041	GBP	07-JUL-07	16-JUL-07		064	21129076		00000000
12	00026	0004	GB-07-06-02-00054	GBP	07-JUL-07	16-JUL-07		057	83484376		00000000
13	00026	0004	GB-07-06-02-00054	GBP	07-JUL-07	16-JUL-07		057	84216462		00000000
14	00026	0004	GB-07-06-02-00054	GBP	07-JUL-07	16-JUL-07		057	84216661		00000000
15	00026	0004	GB-07-06-02-00054	GBP	07-JUL-07	16-JUL-07		057	94178254		00000000
16	00026	0004	GB-07-06-02-00054	GBP	07-JUL-07	16-JUL-07		057	94180531		00000000
17	00026	0004	GB-07-06-02-00054	GBP	07-JUL-07	16-JUL-07		064	8315580		00000000

The xls report contains Billing and Invoice summaries for the requested location. The xls report output may vary in different countries. This report is not emailed to subscribers and therefore must be downloaded directly from CASS*Link* each Period.

3.3 IBI History

A history look-up is available in the Output Services module to allow Recipients to search Import billing records and any correction documents associated with the AWB/IBI record.

The charges displayed are a summary. For detailed billing data, please refer to the Invoice and Breakdown of Invoice

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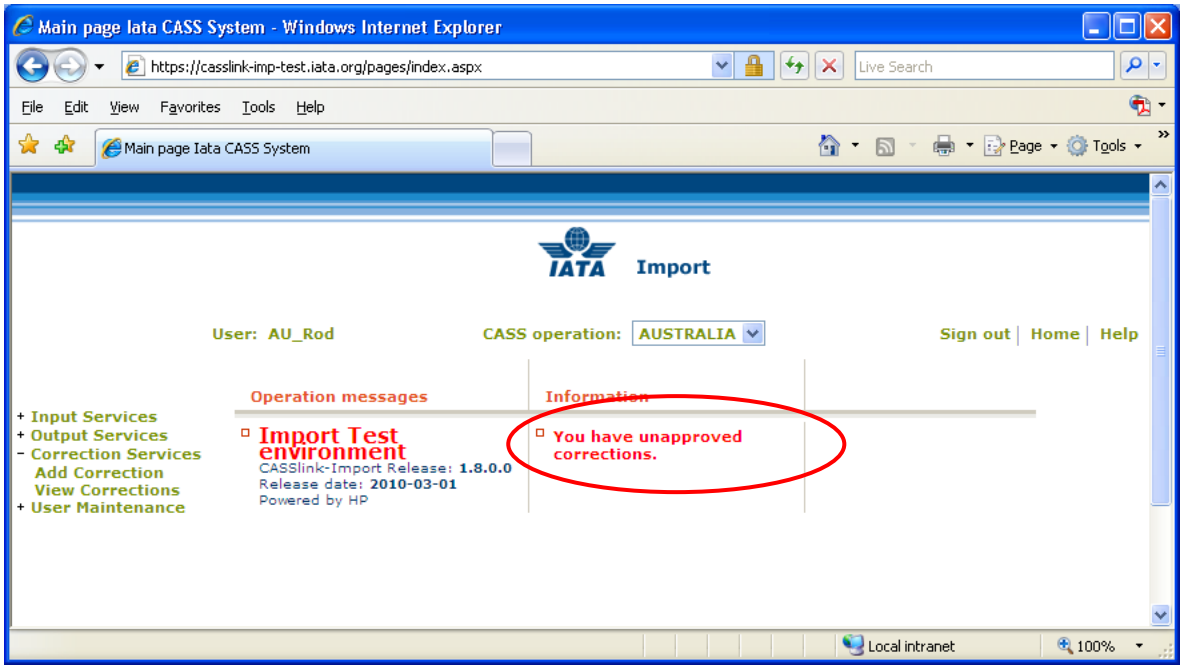
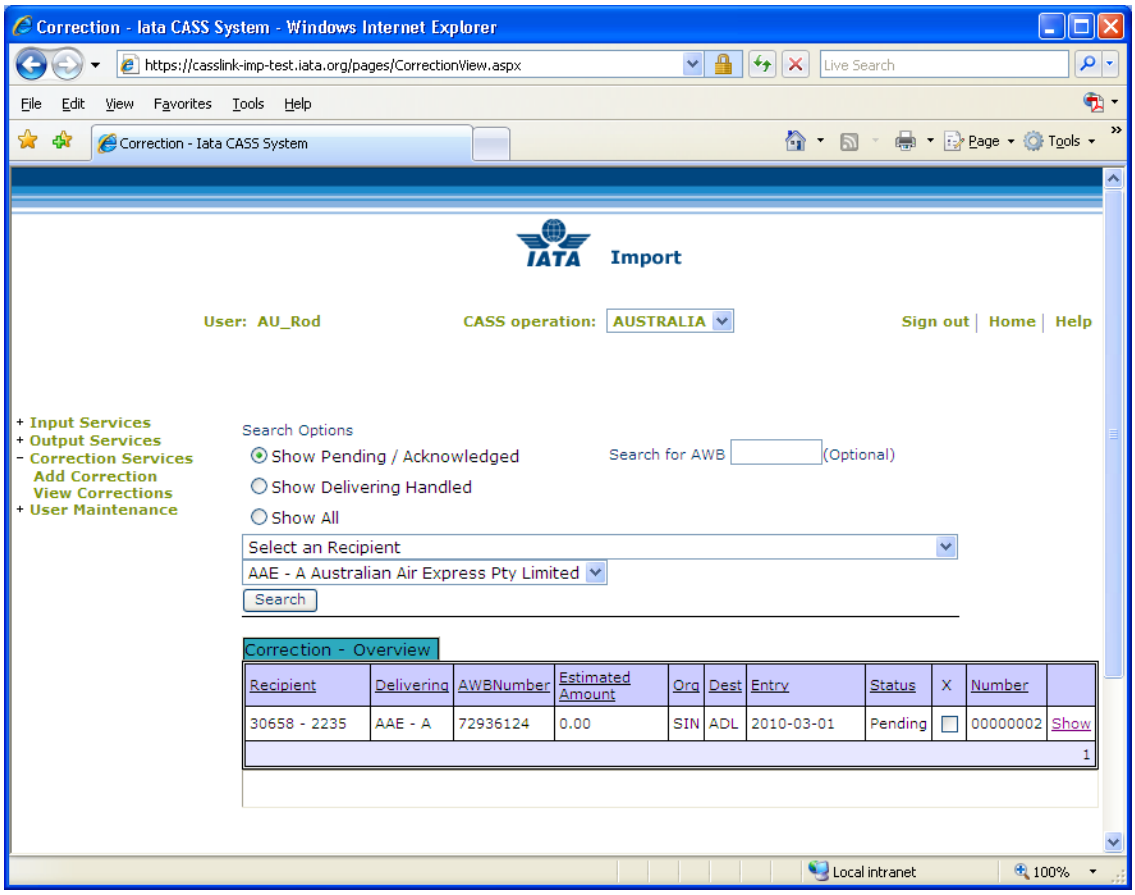
4. Correction Services

4.1 View Corrections

The CASS*Link* Import Home page will initially alert the User that there are “Unapproved Corrections.



By clicking on the message, the User will be taken to the View Corrections screen.


Correction - Iata CASS System - Windows Internet Explorer
https://casslink-imp-test.iata.org/pages/CorrectionView.aspx
Import
User: AU_Rod
CASS operation: AUSTRALIA
Sign out | Home | Help
+ Input Services
+ Output Services
- Correction Services
Add Correction
View Corrections
+ User Maintenance
Search Options
Show Pending / Acknowledged
Search for AWB (Optional)
Show Delivering Handled
Show All
Select an Recipient
AAE - A Australian Air Express Pty Limited
Search
Correction - Overview
Recipient | Delivering | AWBNumber | Estimated Amount | Org | Dest | Entry | Status | X | Number
30658 - 2235 | AAE - A | 72936124 | 0.00 | SIN | ADL | 2010-03-01 | Pending | 00000002 | Show

View Corrections allows the Users to view all Correction documents entered into CASS*Link*.

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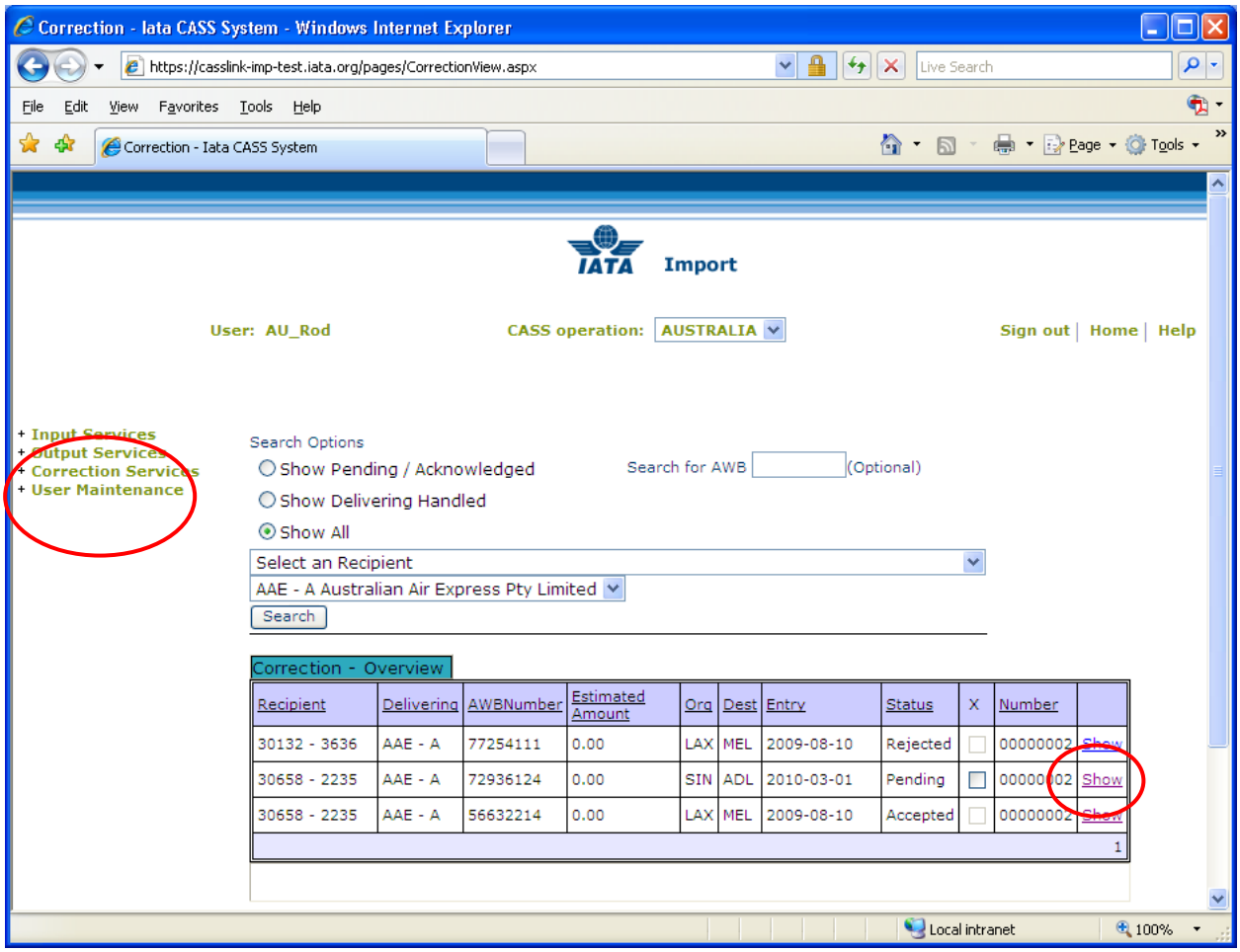
Correction - Iata CASS System - Windows Internet Explorer
https://casslink-imp-test.iata.org/pages/CorrectionView.aspx
Import
User: AU_Rod
CASS operation: AUSTRALIA
Sign out | Home | Help
+ Input Services
+ Output Services
+ Correction Services
+ User Maintenance
Search Options
Show Pending / Acknowledged
Search for AWB (Optional)
Show Delivering Handled
Show All
Select an Recipient
AAE - A Australian Air Express Pty Limited
Search
Correction - Overview
Recipient | Delivering | AWBNumber | Estimated Amount | Org | Dest | Entry | Status | X | Number
30132 - 3636 | AAE - A | 77254111 | 0.00 | LAX | MEL | 2009-08-10 | Rejected | 00000002 | Show
30658 - 2235 | AAE - A | 72936124 | 0.00 | SIN | ADL | 2010-03-01 | Pending | 00000002 | Show
30658 - 2235 | AAE - A | 56632214 | 0.00 | LAX | MEL | 2009-08-10 | Accepted | 00000002 | Show
Local intranet
100%

Select Search options to view:

- Pending
- Delivering Handled
- All. All will list any correction transaction entered into CASS*Link* – Online, IBO or IBR

Selecting “Show” will provide the User with the full details of the individual Correction.

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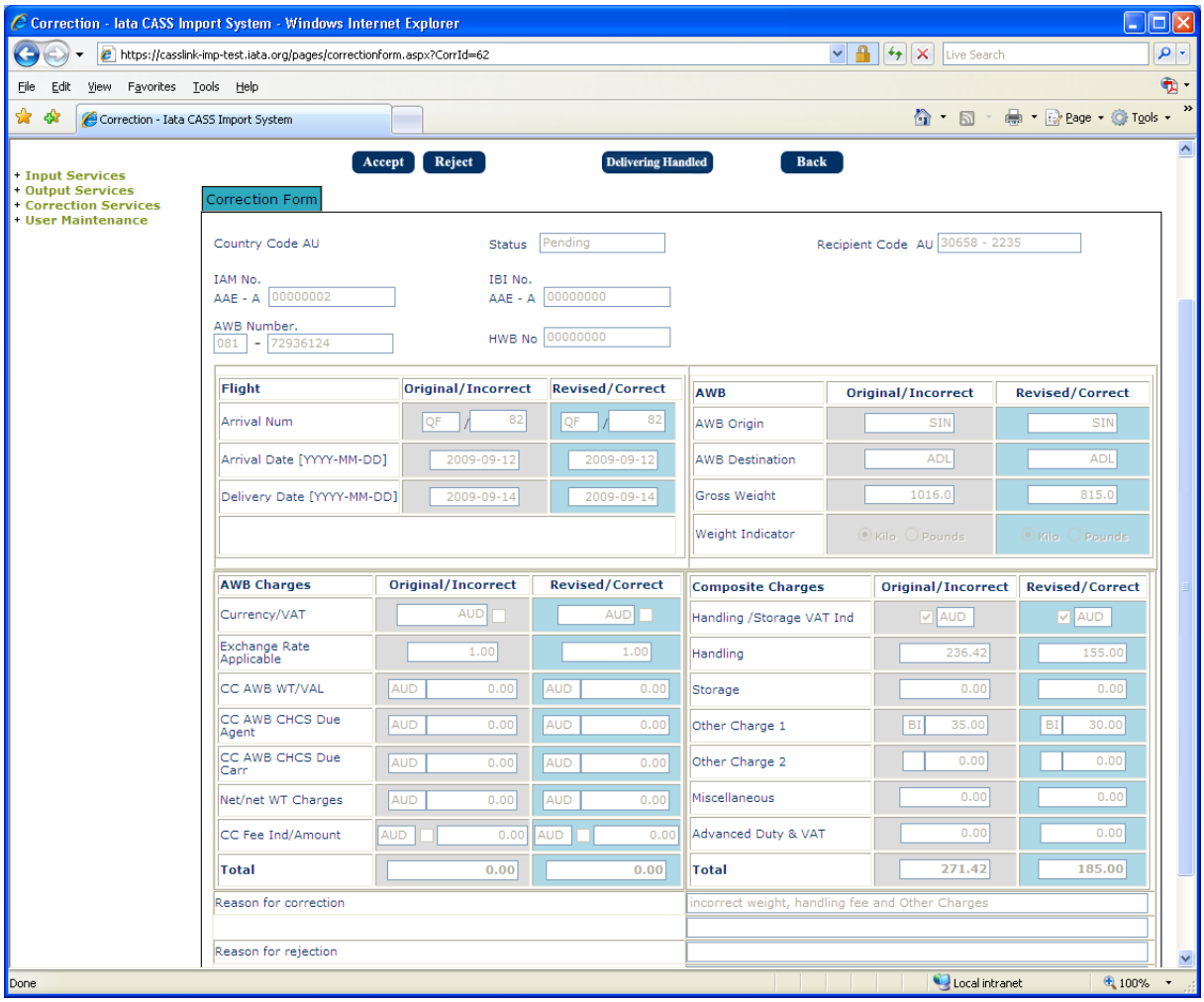
For Corrections that are “Pending” the Delivering Company must “Action” the correction request from the Recipient. To do this, select “Show” for the Pending correction.



The Delivering Company must examine the Correction request and decide whether the correction should be:

- Accepted
- Rejected
- Airline Handled – (the correction request is approved, but will be entered into CASSLink via a billing input file as IBO/IBR records)

If the correction request is Rejected, a Reason for Rejection must be entered.

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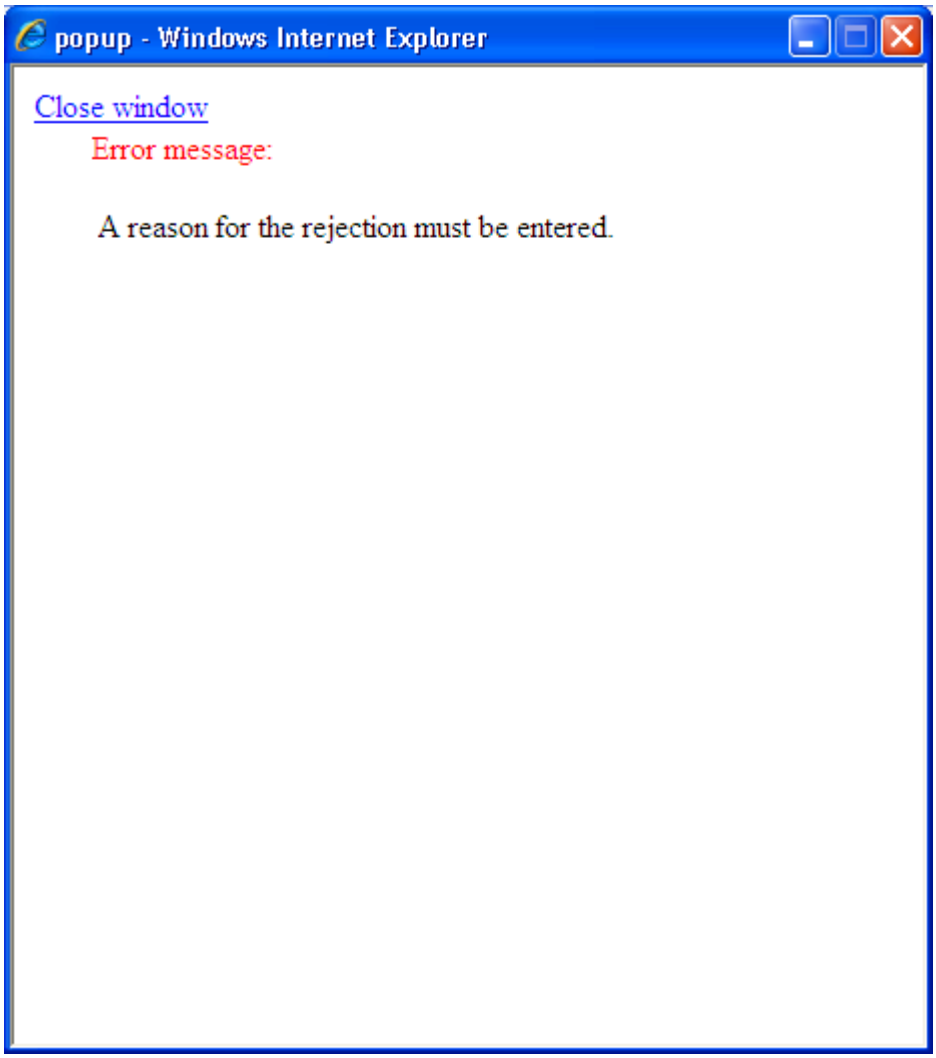

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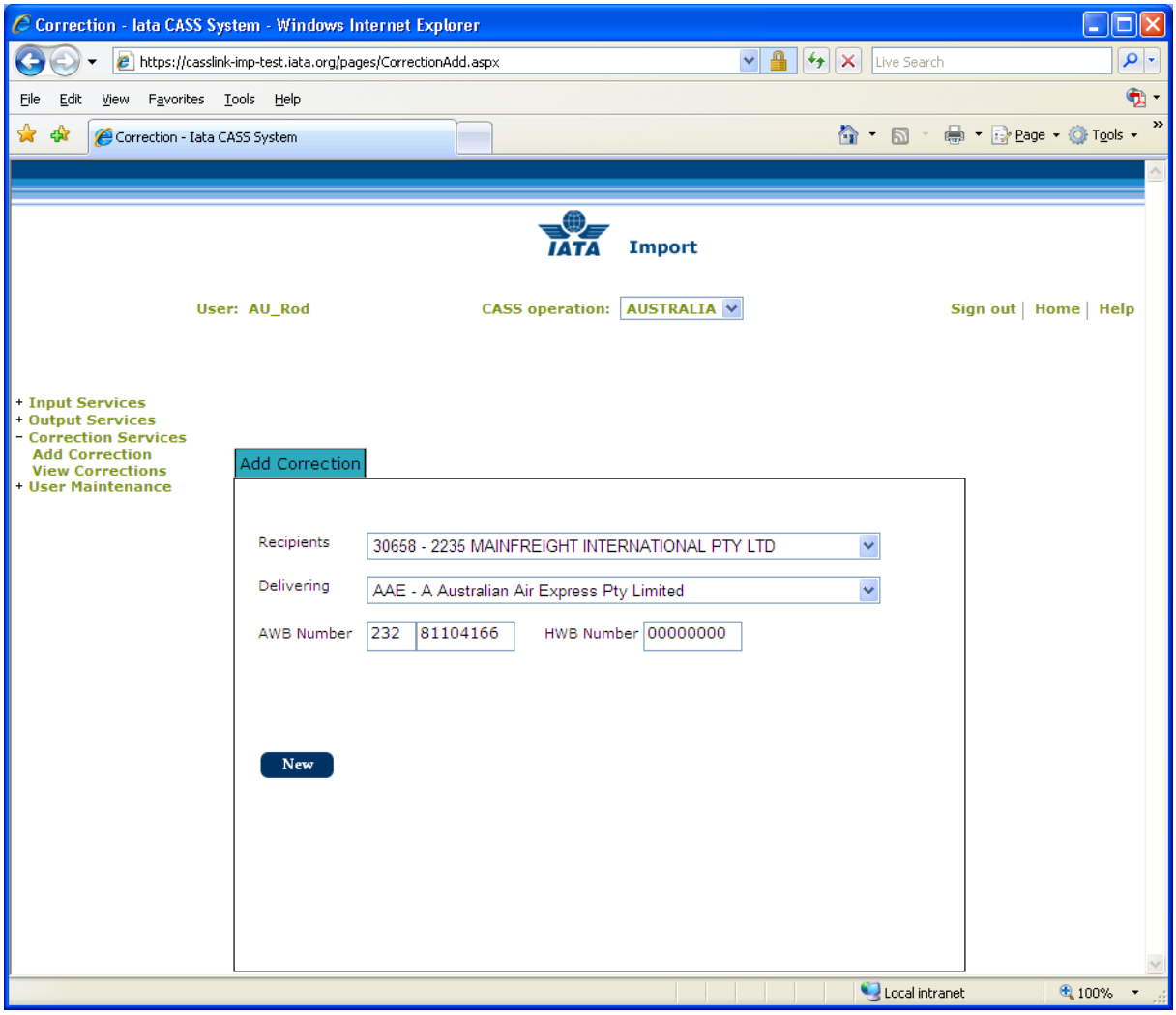
4.2 Add Correction

To add a Correction, Select “Add Correction” from the menu.



Enter details for the Recipient, Delivering Company (if not automatically entered), the AWB number (including the airline prefix) and the HWB Number. The HWB number is important where there may be multiple entries for the same AWB.

When the data has been entered, Select “New”.

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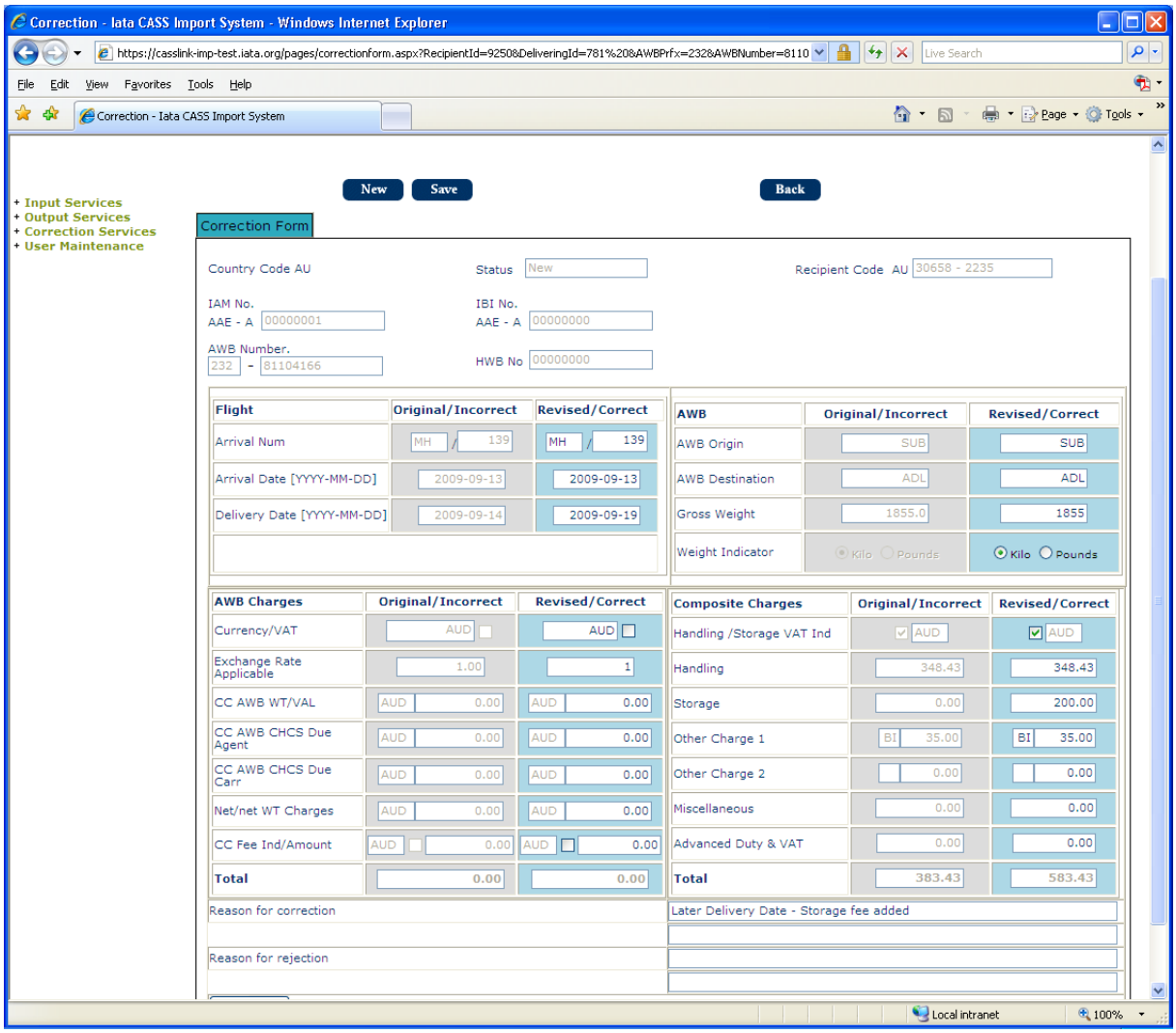

The Original/Incorrect billing details will be pre-populated, but should be checked to ensure the correct document has been selected and billed details are correct.

Enter Revised/Correct billing details as necessary, ensuring all necessary fields are entered, including the VAT indicators where necessary.

Ensure that a Reason for Correction is entered in the text box provided.

When all details have been entered correctly, Select “Save”. The message –

Correction was successfully updated

will be displayed at the top of the correction screen.

The Correction will be automatically accepted in CASS*Link*.

Note: Online Corrections cannot be used by the Delivering Company to alter Last Carrier billing.

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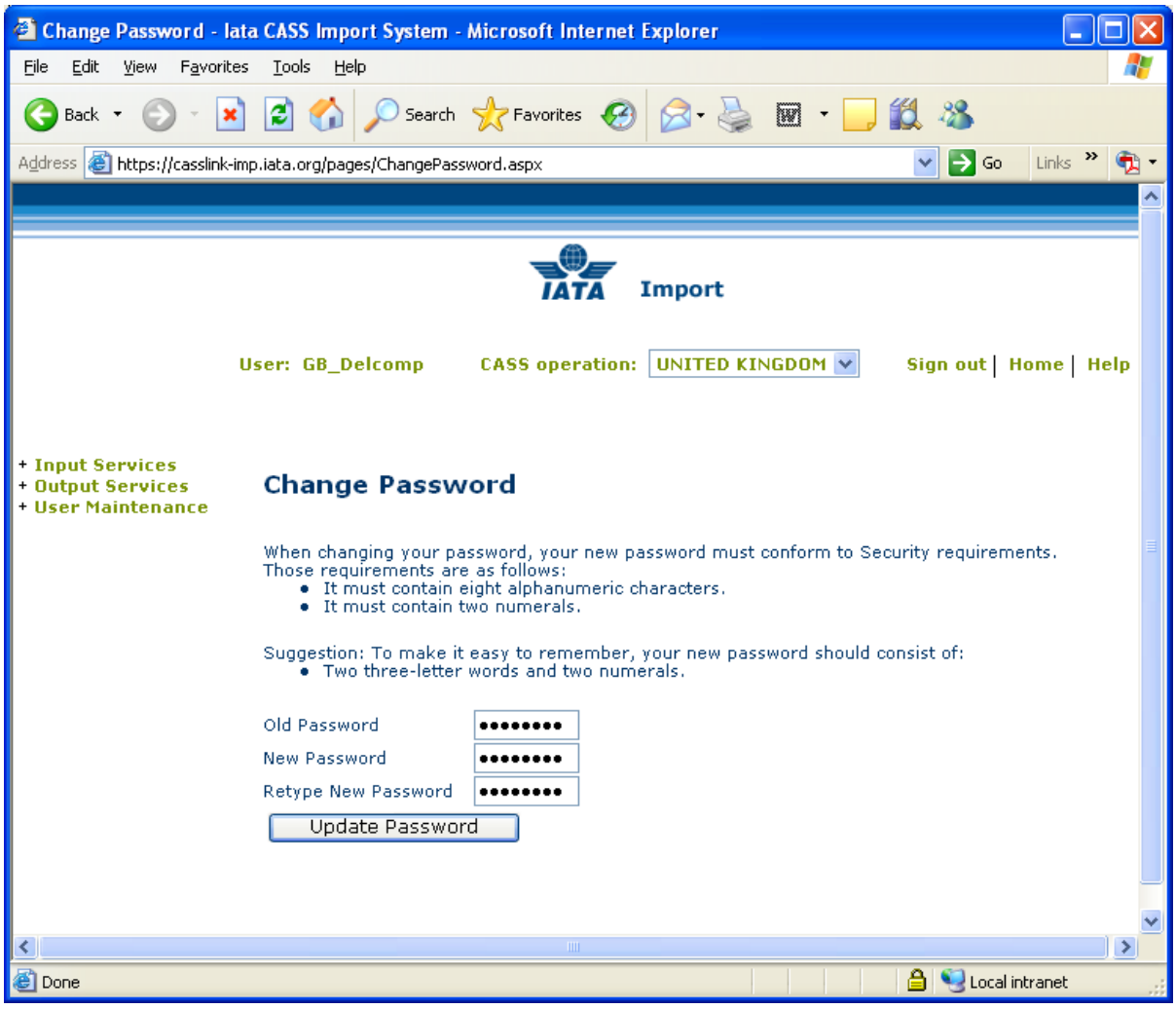
5. User Maintenance

5.1 Change Password

It is recommended that when Airlines Sign-in to CASS*Link* for the first time that they change their password.

Procedure:

- Go to User Maintenance Menu;
- Select Change Password;
- Enter the “Old” password, then enter a new password twice. The new password must contain eight (8) alpha/numeric characters, with the password to contain at least 2 numeric characters.
- Click the “Update Password” button


Change Password - Iata CASS Import System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://casslink-imp.iata.org/pages/ChangePassword.aspx
Go Links
IATA Import
User: GB_Delcomp
CASS operation: UNITED KINGDOM
Sign out | Home | Help
+ Input Services
+ Output Services
+ User Maintenance
Change Password
When changing your password, your new password must conform to Security requirements.
Those requirements are as follows:
It must contain eight alphanumeric characters.
It must contain two numerals.
Suggestion: To make it easy to remember, your new password should consist of:
Two three-letter words and two numerals.
Old Password
New Password
Retype New Password
Update Password
Done
Local intranet

If the User has failed to enter the Password in the correct format, or entered the Password incorrectly, one of the following error messages may be displayed:

When the new password has been correctly entered, the message –

Password was successfully updated

will be displayed.

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